

Cases Report (For Trustees and Attorneys)

This lesson describes the Cases Report and how it can be generated. The Cases Report presents information from the court's database with a variety of selection criteria for case management and tracking.

Internet users will access CM/ECF through PACER and will use two different sets of logins and passwords; one for CM/ECF filing and the other for PACER access to queries and reports.

STEP 1 Click on the Reports hyperlink on the CM/ECF Main Menu (See Figure 1)

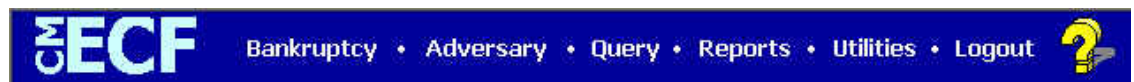


Figure 1

STEP 2 The **REPORTS** screen displays with a list of reports that can be generated (See Figure 2)

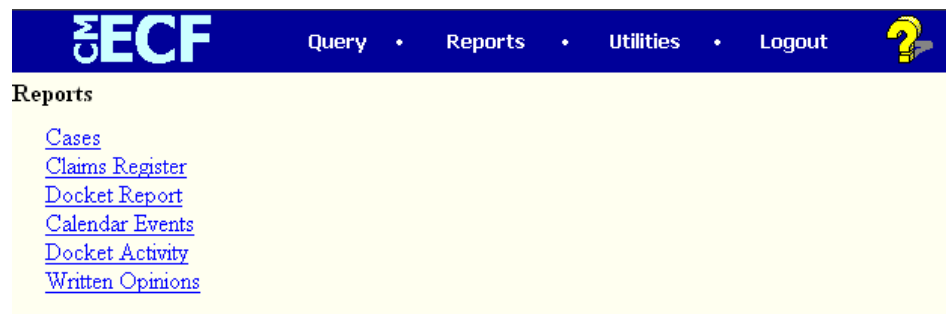


Figure 2

- Click on the Cases hyperlink.

STEP 3 The **PACER LOGIN** screen displays (See Figure 3)

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PACER Login

Notice
This is a **Restricted Web Site** for Official Court Business only. Unauthorized entry is prohibited subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.

Instructions
Enter your ECF login and password for electronic filing capabilities. If you do not need filing capabilities, enter your PACER login and password. If you do not have a PACER login, contact the PACER Service Center to establish an account. You may register online at <http://pacer.psc.uscourts.gov> or call the PACER Service Center at (800) 676-6856 or (210) 301-6440.

An access fee of **\$0.08** per page (rate increase effective January 1st, 2005), as approved by the Judicial Conference of the United States, will be assessed for access to this service. All inquiries will be charged to your PACER login that is kept on file. If you do not need filing capabilities, enter your PACER login and password. The Client code is provided to the PACER user as a means of tracking transactions by client. This code can be up to thirty two alphanumeric characters long.

Authentication

Login:

Password:

Client code:

☐ Make this my default PACER login

Figure 3

NOTE: The Public Access to Court Electronic Records (PACER) program provides access to CM/ECF users. Logins and passwords can be issued by registration with the PACER Service Center. Current PACER logins and passwords will be accepted by the CM/ECF system. Note the information that is provided to the user on the screen above.

- Enter your PACER assigned **Login** and **Password** (These fields are case sensitive).
- Enter the **Client Code**. This optional field is used for billing by PACER users. The data will be included in PACER billing reports.

NOTE: If you click in the **Make this my default PACER login** box, your login will automatically appear each time you attempt to access PACER. If you click on the **[Reset]** button, all entries will be cleared. To change the client code within a session, go to Change Client Code under the Utilities Menu.

- Click on the **[Login]** button.

STEP 4 The **CASES REPORT** selection screen displays. (See figure 4)

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Cases Report

Office: [East St Louis] [Benton] Case Type: [ap] [bk] Chapter: [7] [9]

Trustee: [Grandy, Laura K.] [Hagan, Cynthia A.]

Date Type: [Filed Date] From: [10/19/2005] to: [10/19/2005]

☒ Open cases ☐ Party information
☐ Closed cases

Sort by: [Filed Date] [] []

Output Format: ☒ Formatted Display ☐ Data Only

[Run Report] [Clear]

Figure 4

- The following fields are available for selecting/entering criteria for generating the Cases Report:
 - **Office** – Allows you to specify the divisional office activity you want cases to be included on the report. The default is all offices.
 - **Case Type** – The choices are **ap** – Adversary Proceedings, **bk** – Bankruptcy, and **mp** – Miscellaneous Proceeding. The default is all case types.
 - **Chapter** – Cases can be selected by Chapter **7, 9, 11, 12, 13, 15, or 304**. The default is all chapters.
 - **Trustee** – Allows you to limit case information by trustee. The default is all trustees.
 - **Date Type** – Allows you to specify which date is used when generating the report. The choices are **Filed, Entered, Discharged, Dismissed, Closed, or Converted**. The default is Filed Date.
 - **From/To** – Enter a beginning and/or ending date. Default dates will vary and will be set by your local court. For one day's activity, the dates should be the same in both fields. Enter dates by MM/DD/YY or MM/DD/YYYY.

- **Open Cases** – You can restrict activity by open or closed cases. A check mark is defaulted in this box.
- **Closed Cases** – The option to include or exclude closed cases is available. This box is unchecked by default.
- **Party Information** – Placing a check mark in this box will allow you to include additional party information along with each party(s) name (i.e., address, SSN, and TAX ID).
- **Sort by** – Allows you to select up to three sorting order sequences for the report. The choices are **Filed Date**, **Entered Date**, **Case Number**, **Case Type**, **Office** or **Trustee**. The default is Filed Date.
- **Output Format** – Selecting the **Formatted Display** option will return the report in an html table format inside of the web browser. The **Data Only** option will open an unformatted text file outside of the web browser.
- The **[Clear]** button will reset all fields to their default values.
- After entering your criteria, click on the **[Run Report]** button.

STEP 5 The **CASES REPORT** displays next. (See **Figure 5a**) All reports can be printed by clicking on the browser's Print button.

<div>  Bankruptcy • Adversary • Query • Reports • Utilities • Logout  </div>						
Cases Report for 10/19/2005						
U.S. Bankruptcy Court						
Southern District of Illinois						
Case No. Related Case Info	Tp	Ch	Party Info	Judge Trustee	Dates	Other Info
05-30026	bk	7	Ben Smith		Filed: 10/04/2005 Entered: 10/04/2005	Office: East St Louis Asset: No Fee: Paid County: St Clair
05-30027	bk	7	James Smith	Meyers Grandy	Filed: 10/05/2005 Entered: 10/05/2005	Office: East St Louis Asset: No Fee: IFP filing fee waived County: St Clair
05-30028	bk	7	James William Common and Julia Alltoo Common		Filed: 10/05/2005 Entered: 10/05/2005	Office: East St Louis Asset: No Fee: Paid County: St Clair

Figure 5a

- The following information will be displayed on the Cases Report:
 - **Case No./Related Case Info** – Displays the assigned case number for bk and ap cases. Adversary cases will also display the *Lead BK* number as well as the debtor’s name(s) and the chapter. Clicking on the case number hyperlink will allow you to generate a Docket Report
 - **Tp** (Type Proceeding) – Displays either **ap** or **bk**.
 - **Ch** (Chapter) – Displays a **7, 9, 11, 12, 13, 15,** or **304**.
 - **Party Info** – Displays the debtor (and joint debtor) information for bankruptcy cases. Plaintiff and Defendant information will also be displayed for **ap** cases.
 - **Judge/Trustee** – If there is a trustee on a bankruptcy case, the name appears directly below the judge’s name.
 - **Dates** – Date information will include the dates the proceedings were either **Filed, Converted, Dismissed, Discharged, Closed,** or **Entered**.
 - **Other Info** – Other information may include the divisional office, asset designation, fee status, and county.
- A Transaction Receipt will be displayed at the end of the report summarizing the criteria used, the number of cases that were included, and the number of billable pages. (See **Figure 5b**)

Total number of cases: 80			
Open cases only			
PACER Service Center			
Transaction Receipt			
10/19/2005 09:16:07			
PACER Login:	us4388	Client Code:	
Description:	Cases Filed Rpt	Search Criteria:	Date: Filed Date Fr: 10/1/2005 To: 10/12/2005 File Fr: 10/1/2005 File To: 10/12/2005 Open Cases: open Format: 0
Billable Pages:	3	Cost:	0.24

Figure 5b

- Clicking on any of the Case Number hyperlinks will display the **DOCKET SHEET** screen, allowing you to enter criteria for generating the Docket Report. (See **Figure 5c**)

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Docket Sheet

Case number

☒ Filed to

☐ Entered

Documents to

☒ Include terminated parties

☐ Include links to Notice of Electronic Filing

☒ HTML

☐ Text

Sort by

Figure 5c

NOTE: Refer to the DOCKET REPORT module for more information on the Docket Report.